

May 3, 2006 AACRAC MEETING MINUTES

Members present: Patricia Federico, Steve Hanlin, Kent Heikens, Loren Jones, Briony Lachinski, Les Lewis, Jeremy Singer, Robert Stoker, Amanda Toot, Jaci Weese, Emilie Zehr

Absent with notification: Carol Moran,

Absent without notification: Doug Sumerford

The order of items presented in these meeting minutes is consistent with presentation at this meeting and does not necessarily correspond with the order of proposed agenda items.

1. Meeting called to order at 1:07 p.m.
2. Approval of April minutes: No alterations were suggested. Loren Jones motioned to approve the minutes as written. Ken Heikens seconded. Motion carried via voice vote.
3. Asian-Pacific Heritage Month observance: Loren Jones, May observance coordinator, placed posters on the bulletin boards in both A and B wing at NADC. Posters were offered to anyone who might want to put them up in their facility. Mr. Jones will be showing the documentary entitled Hawaii's Last Queen in room 101 NADC from 12 -1pm on May 17, 2006. Fliers will be distributed to all modules. Ken requested some fliers for his facility and also said he will show the documentary sometime after May 17th.
4. Review Mobbing/Harassment speaker: Emilie Zehr stated that over 60 people attended the presentation on Mobbing/Harassment in the Workplace given by Gene Diesinger, PhD on April 13, 2006. A sign-up sheet was available for those who wished to have a PowerPoint copy of the presentation. Emilie Zehr emailed the presentation to each individual who signed the sheet. A card was purchased by Louisa Tabatabaia and signed by the AACRAC members as a thank-you. Loren Jones also requested we send along an AACRAC mug as an additional thank-you to Dr. Diesinger. This was approved by the committee via voice vote. Ms Zehr and Mr. Jones will present the card and mug to Dr. Diesinger.
5. Internship: Amanda Toot updated the committee, stating that no students were selected to participate in the GW Carver Internship program here at NADC. Ms. Toot suggested that Nina Grant give more lead time for the scientists emphasizing what is expected of them as the mentor to these students. There were two scientists who did send out descriptions of jobs they wished filled by minority students. These applications were given to Nina Grant and she was able to provide these scientists with minority interns.
6. Budget: It was asked what our budget total was for an average fiscal year. Amanda Toot said that no total was ever given to her. Loren Jones did say that our budget is normally around \$3500 per year. Ms. Toot said she would talk to Carol Moran and see if she could get a hardcopy of the budget for dispersal.
7. Website update – No updates were made.
8. EEO committee: Steve Hanlin stated that there will be another conference call meeting either this week or next. He did not put together the outreach activities

Approved as written August 2, 2006

being done by the rest of the committee members in the Midwest region. He will have that list available at our next AACRAC meeting in August.

9. New Business:

- a.** Loren Jones requested the purchase of new videos, specifically one to show for Veteran's Day. Because this observance is in November, it was felt that there would be enough time to approve and purchase this video after our return in August. It was also suggested that we approve any small purchases via email during our summer hiatus.
- b.** CARE Review: Amanda Toot passed CARE information for committee review. Ms. Toot is scheduled for an interview by the committee. The committee was asked if there was anything they wished her to bring up to the CARE panel. There were no suggestions.
- c.** Next scheduled meeting will be Wednesday, August 2, 2006.
- d.** Elections of new officers and additions of new members will be performed at the September meeting.

10. Meeting Adjourned 1:30pm.

Meeting minutes submitted: Patricia Federico, Secretary
Amanda Toot, Committee Chairperson.